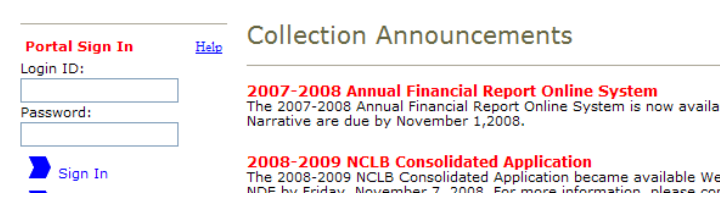

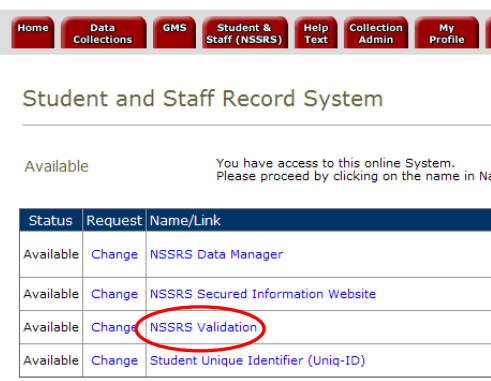
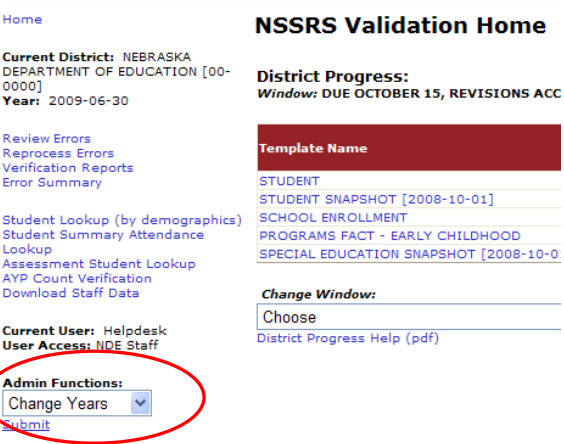


Completer/Graduate Reports

Quick Reference Guide

The below instructions will walk you through how to review the Completers submitted from your district.

Completer Verification Report	
1. Log into the Portal <i>**If you do not have a portal account please see "Setting Up Portal Accounts" found in the help tab.</i>	
2. Click on the Student & Staff (NSSRS) Tab	
3. Click on the NSSRS Validation link	
4. On the Validation home page click on the <u>Admin Functions</u> drop down window and select <u>Change Years</u> and click on <u>Submit</u>	

5. On the Change Years window click on the drop down menu and select 2008-06-30 click on **Select**. This will take you back to the Validation Home page.
This will report information from the 2007-2008 school year

Home

Change Years

Current District: NEBRASKA
DEPARTMENT OF EDUCATION [00-0000]
Year: 2009-06-30

Review Errors
Reprocess Errors
Verification Reports
Error Summary

Current User: Helodesk

2009-06-30
2009-06-30
2008-06-30
2007-06-30

Select

6. On the Validation page click on the [Verification Reports](#) link

Home

NSSRS Validation Home

Current District: NEBRASKA
DEPARTMENT OF EDUCATION [00-0000]
Year: 2008-06-30

Review Errors
Reprocess Errors
Verification Reports
Error Summary

Student Lookup (by demographics)
Student Summary Attendance Lookup
Assessment Student Lookup
AYP Count Verification
Download Staff Data

Current User: Helpdesk
User Access: NDE Staff

District Progress:
Window: DUE JUNE 30

Template Name

STUDENT
STUDENT SNAPSHOT [2008-06-30]
SCHOOL ENROLLMENT
STUDENT SUMMARY ATTENDANCE
ASSESSMENT FACT
ASSESSMENT RESPONSE
PROGRAMS FACT - EARLY CHILDHOOD
PROGRAMS FACT - CAREER EDUCATION
PROGRAMS FACT - HOMELESS
PROGRAMS FACT - INTERIM
TITLE I PROGRAMS

7. On the Verification Reports page scroll down and locate the **Completers** report and click on the [View Report](#) link next to it.
- a. If page displays **There is not data available that meets this criteria** that means that your district has NOT submitted completer data
- b. If completers were submitted the page will display a report with aggregate data

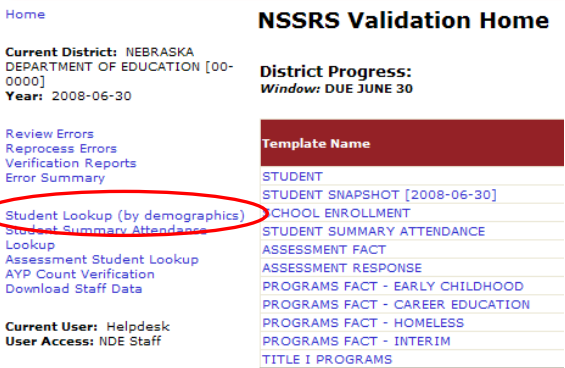
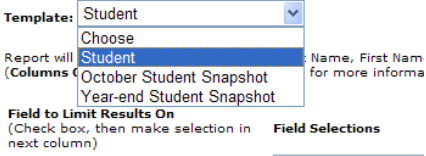
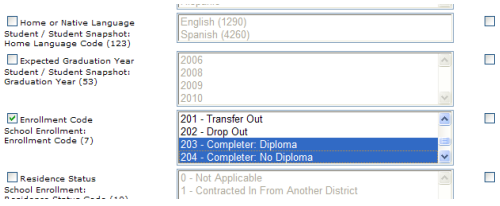
Title I Programs	View Report	Student Template and Title I school year need to have been
Completers	View Report	Student Template and School 203 and/or 204 for the current uploaded.
Dropouts New	View Report	Student Template and School 202 for the currently selected
Migrant Roster Review	View Report	This report displays students I
Special Education	Active Student Counts Active Student Information Exit Student Information	Special Education Snapshot be currently selected school year screen

Home

There is no data available that meets this criteria.

Nebraska Department of Education
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Student Look Up by Demographics

1. Follow Steps 1-5 above	
2. On the Validation page click on the Student Lookup (by demographics)	
3. On the Student Lookup By Demographics page click on the dropdown menu and select Student	
4. Scroll down about ½ way to the Enrollment Code selection Click in the Check Box to the left of the text 5. Using the Shift Key Select enrollment code <u>203-Completer Diploma</u> and <u>204- Completer No Diploma</u> from the list to the right of Enrollment Code	
6. Scroll down to the bottom of the page and click on the Get Results Button a. If page displays No Results to Return that means that your district has NOT submitted completer data b. If completers were submitted the page will display a report with a list of students that were coded as completers	